

No Place Like Home Program (NPLH)

Competitive Allocation NOFA and Application Workshop



California Department of Housing and Community Development

Governor Edmund G. Brown Jr.

State of California

Ben Metcalf, Director

Department of Housing and Community Development



Welcome and Introductions

Meet our HCD NPLH Staff

Shalawn Garcia Shalawn.Garcia@hcd.ca.gov

Michael Nuzum Michael.Nuzum@hcd.ca.gov

Lynn Jones Lynn.Jones@hcd.ca.gov

Miles Johnson Millard.Johnson@hcd.ca.gov

Aaron New Aaron.New@hcd.ca.gov

Lynne Sekas Lynne.Sekas@hcd.ca.gov

Please send NPLH inquiries to: NPLH@hcd.ca.gov

Michael Nuzum Overview

Refer to NOFA





NPLH Summary

- Up to **\$1.8 billion** in total allocation
- Approximately **\$400 million** in
Round 1 NOFA release
- Purpose of the money
- Target Population
 - Persons with a serious mental illness who are Homeless,
Chronically Homeless, or At Risk of Chronic Homelessness



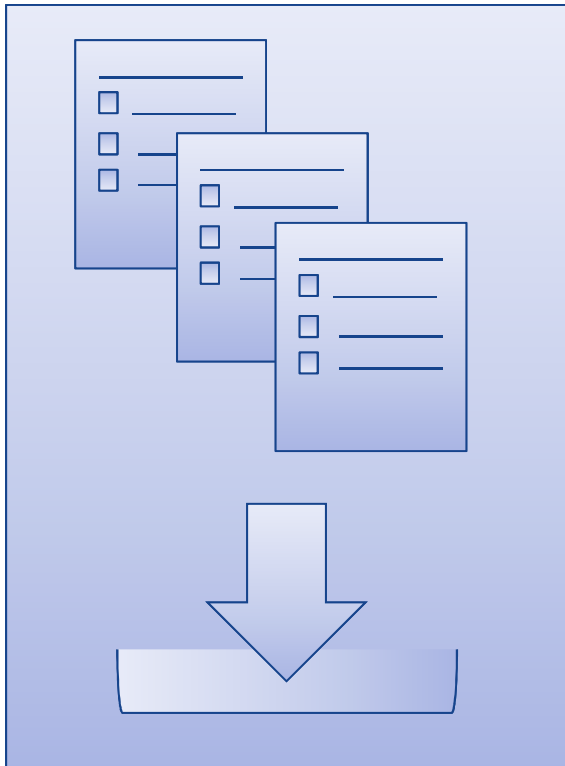


Timetable

NOFA Issued	October 15, 2018
Application forms available	October 15, 2018
Application due date	January 15, 2019 January 30, 2019 by 5:00pm PST
Internal Loan Committee (ILC)	TBD
Awards issued	Anticipated Awards June 2019



Application Received



- Application
- Initial Threshold Review
- Scoring, Rating, and Ranking
- Appeals & Disclosures
- Feasibility



Guidelines

- Implement, interpret, and make specific the NPLH statutes
- Establish terms, conditions, and procedures for the award of funds under the Competitive Allocation process



Uniform Multifamily Regulations (UMR's)

- Multifamily rental housing of five or more Units underwritten by HCD and are subject to the 2017 Uniform Multifamily Regulations (UMR's)
- Current UMR's are located at:
 - <http://www.hcd.ca.gov/grants-funding/already-have-funding/uniform-multifamily-regulations.shtml>



Competitive Allocation Application Process

NPLH Application Overview



- ✓ Links to:
 - Universal Application
 - NPLH Application Attachment
- ✓ General Instructions
- ✓ Organizing the Application



Competitive Allocation Application Process

Application Links

- Universal Application used by HCD
 - <http://www.hcd.ca.gov/grants-funding/active-funding/nplh/docs/UAMacroVersion.xlsm>
- NPLH Supplemental Project Application
 - <http://www.hcd.ca.gov/grants-funding/active-funding/nplh/docs/NPLHCompSuppApp.xlsm>



Competitive Allocation Application Process

General Instructions

Organizing & Submitting the Application

- Three-ring binder with sleeve on the side
- Set up dividers with large lettered tabs to correspond to sections in:
 - the Universal Application and include attachments
 - the NPLH Supplemental Project Application and include attachments
- For items that are not applicable to your application, place a sheet stating the item is “Not Applicable” behind the tab



Competitive Allocation Application Process

General Instructions (Continued)

- COMPLETE original application and one electronic copy on CD or USB must be received by HCD no later than **January 30, 2019 by 5pm.**
Postmarks are not accepted
- Facsimiles, late, incomplete, or revised applications will **NOT** be accepted.
- Applications must meet all eligibility requirements upon submission.
- Applications with internal inconsistencies will not be rated and ranked.
- Once your application is received, it must stand on its own to represent your Project.

Lynn Jones

Initial Threshold

NPLH Guideline Section 202





Competitive Allocation Application Review

- ✓ **Initial Threshold**
- ✓ Scoring, Rating, & Ranking
- ✓ Project Feasibility





Project Evaluation

Initial Threshold Review

- Applications will be evaluated based solely upon the materials contained within the application
- Will review for **completeness** and **compliance** with Guidelines



Project Evaluation

Threshold Requirements:

- 1) Eligible applicant(s)
- 2) Eligible use of funds
- 3) Experience of Project team
- 4) Site control
- 5) Project Integration





Threshold Review

1. Eligible Applicant

- Single County independently as the Development Sponsor
- Single County jointly with another entity as the Development Sponsor
- Two or more counties jointly if:
 - There is a commitment to collaborate and coordinate supportive services and other resources
 - NPLH tenants from each of the Counties are expected to reside in the Project



Threshold Review

1a. Eligible Applicant - Development Sponsor

If a County does not want to be the borrower on any Program loan documents then it must apply jointly with a Development Sponsor.

Development Sponsor includes:

- local public entities
- nonprofit or for-profit developers
- Native American tribal governments or Rancherias
- Joint ventures, partnerships, trusts, corporations, cooperatives
- Any combination of the above



Threshold Review

2. Eligible Uses of Funds

Must be used for development costs associated with **one or more** of the following:



May be used for Capitalized Operating Subsidy Reserves (COSR) and/or the UMR required Operating Reserve



Threshold Review

5. Experience of Project team

For Applications in Counties with a population of 200,000 or greater:

- Minimum of **2** affordable rental housing projects in the last **10** years
- Minimum of **1** unit housing a tenant of the Target Population

Lead Service Provider (which may be the County) and Property Manager must have:

- Minimum **3** years **each** serving the Target Population
 - If service provider experience is not in Permanent Supportive Housing (PSH), it must be related to addressing barriers to housing stability/housing retention



Threshold Review

5. Experience of Project team (continued)

For Applications in Counties with a population of less than 200,000:

- Minimum of **2** affordable rental housing projects in the last **10** years
- Minimum of **1** unit housing a tenant within the special needs population that experience barriers to housing stability and retention

Lead Service Provider (which may be the County) and Property Manager must have:

- Minimum **3** years each serving one or more special needs populations



Threshold Review

6. Site Control

Must be in the Sponsor's name or an entity controlled by the sponsor

Ownership interest may be demonstrated by:

- fee title
- a leasehold interest
- an enforceable option to purchase that extends past construction closing
- a disposition and development agreement
- an agreement giving the Sponsor exclusive rights to negotiate for acquisition
- a land sales contract



Threshold Review

7. Project Integration

In projects greater than 20 units, HCD will fund no more than **49%** of project units as NPLH units.

All projects must also:

- Integrate NPLH units/tenants with other Project units/tenants
- Encourage social interaction through community building activities, architectural design features, (for example, indoor and outdoor community space, wide hallways), as feasible depending on the scope of the construction or rehabilitation activity
- Have no restrictions on guests different from that of unsubsidized rental housing in the community

Miles Johnson Supportive Services

NPLH Guideline Section 203





Competitive Allocation Application Process



Supportive Services



Supportive Services

Elements of Initial Plan

Applications must contain an initial plan for providing supportive services based on the anticipated needs of the Target Population and must include:

- Part I Target Population Narrative
- Part II Tenant Outreach, Engagement and Retention Strategies
- Part III List of Services
- Part IV Transportation Plan
- Part V Services Competency
- Part VI Estimated Itemized Budget
- Part VII Collaboration of Supportive Services and property management staff
- Part VIII Communication Protocols
- Part IX Project Physical Design
- Part X Other Additional Information
- Part XI Written Agreements or Memoranda of Understanding



Supportive Services

Guidelines

- a. **Required Services** must be included in the application for completeness.
- b. **Encouraged Services** allow a greater point score if they are included in your project.



Supportive Services

Supportive Services Required to be offered:

1. Case management
2. Peer support activities
3. Mental health care
4. Substance use services
5. Support in linking to physical health care
6. Benefits counseling and advocacy
7. Basic housing retention skills



Supportive Services

Supportive Services Encouraged to be offered:

1. Services for persons with co-occurring mental and physical disabilities or co-occurring mental and substance use disorders not listed above
2. Recreational and social activities
3. Educational services
4. Employment services
5. Obtaining access to other needed services, such as civil legal services



Supportive Services

Supportive Services Plan Must Also Discuss:

1. Tenant outreach, engagement, and retention strategies.
2. Transportation options for services provided off-site to ensure reasonable access that does not require walking more than ½ mile.
3. Efforts to ensure service provision is culturally and linguistically competent for persons of different races, ethnicities, sexual orientations, gender identities, and gender expressions, including also persons with ESL, and persons with disabilities affecting their ability to communicate.
4. How communication among services providers, the property manager and tenants will be facilitated.



Supportive Services

The following NPLH guidelines must be adhered to:

- County must make mental health services available to NPLH tenants and coordinate the provision or referral to other services for a minimum of 20-years
- Supportive Services plan must meet the requirements of §203 and must be submitted with the application
- Participation in services by NPLH tenants is voluntary
- Services package should be designed to be flexible, individualized, to support tenant engagement, and housing retention

Aaron New

Scoring, Rating, & Ranking

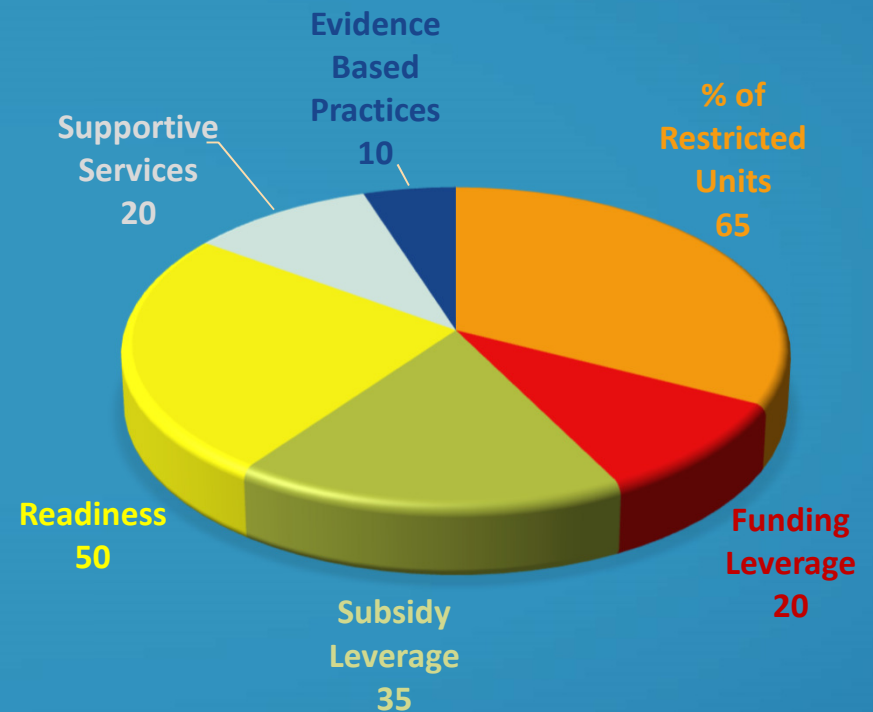
NPLH Guideline Section 205





Competitive Allocation Application Review

- ✓ Initial Threshold
- ✓ **Scoring, Rating, & Ranking**
- ✓ Project Feasibility





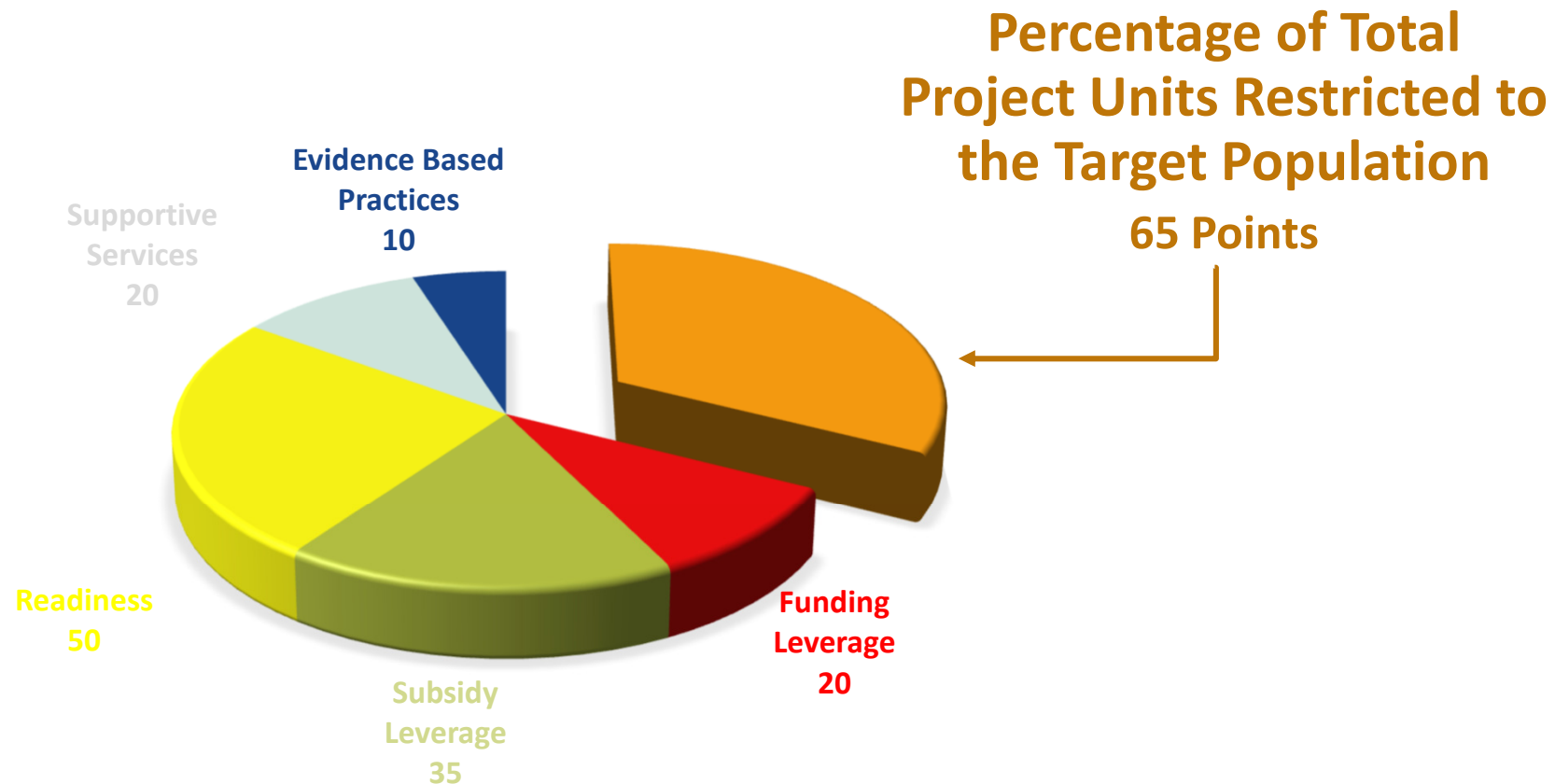
Application Scoring, Rating, and Ranking

Rating Category	Maximum Points	Summary
Percentage of Total Project Units Restricted to the Target Population	65	Percentage of total Project units restricted as NPLH Units, and use of CES, or use of an alternate system to refer persons At-Risk of Chronic Homelessness to NPLH units
Leverage of Development Funding	20	Ratio of the capital (non-COSR) portion of the NPLH loan to other sources of committed development funding attributable to the NPLH Units. Noncompetitive Allocation funds may count as leveraged funds
Leverage of Rental or Operating Subsidies	35	Percentage of NPLH Units that have committed non-HCD project-based or sponsor-based subsidies with terms substantially similar to that of other project based rental or operating assistance
Readiness to Proceed	50	Percentage of total construction and permanent financing committed; completion of Phase I/II Environmental Site Assessment and environmental clearances; obtaining all necessary local approvals
Extent of On-Site and Off-Site Supportive Services	20	Points awarded for case management provided on-site at the Project, use of evidence-based practices to assist NPLH tenants to retain their housing; offering more services than required, and implementing resident involvement strategies
Past History of Evidence Based Practices	10	Points awarded for development team prior experience implementing evidence-based practices that have led to a reduction in homelessness or other related use of evidenced-based practices to serve special needs populations

Total available points shall equal 200



Application Scoring, Rating, and Ranking





Application Scoring, Rating, and Ranking

Percentage of Total Project Units Restricted to the Target Population 65 points maximum

- A. Projects will receive up to a maximum of **30 points** as follows for up to 30 percent of their **total Project Units restricted to the Target Population** as Assisted Units.

Percentage of Projects Units that are Assisted Units	Point Score
5 - 9.9%	8
10 - 14.9%	13
15 - 19.9%	18
20 - 24.9%	23
25 - 29.9%	28
30% and above	30



Application Scoring, Rating, and Ranking

Percentage of Total Project Units Restricted to the Target Population 65 points maximum

- B. Projects will receive **35 points** if the Applicant commits to do either of the following for the term of the Department's loan:

Commit to use a Coordinated Entry System (CES)

- or -

Commit to use a separate alternate system



Application Scoring, Rating, and Ranking

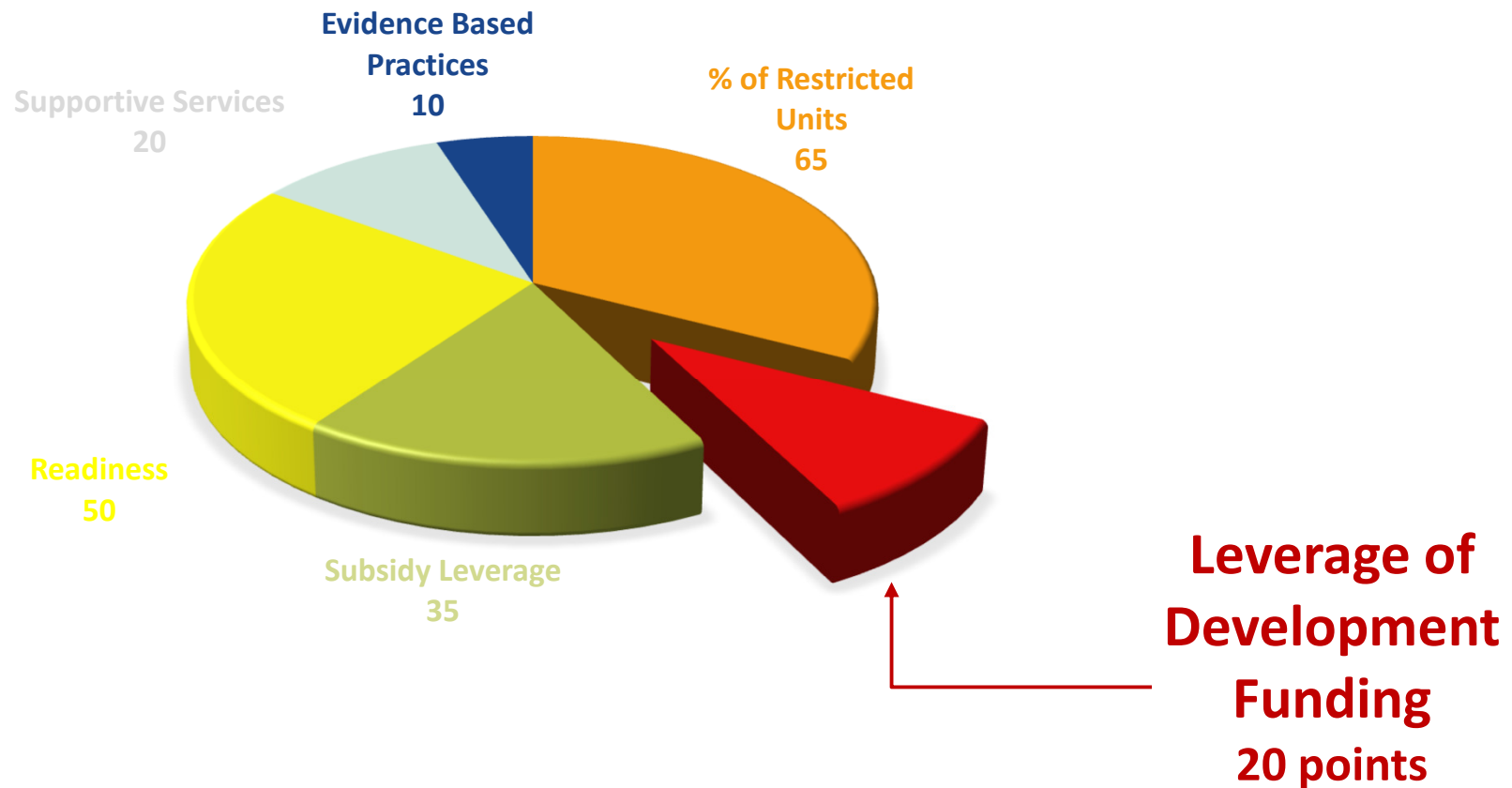
Percentage of Total Project Units Restricted to the Target Population 65 points maximum

Sample NPLH Competitive Allocation Supplemental Project Application:

Percentage of Total Project Units Restricted to the Target Population §205(a) - 65 Points Max						
(1) Percentage of Projects Units that are Assisted Units - 30 points max						
Total Number of Units	100	Total Number of Assisted Units	30	Percentage of Project Units that are Assisted Units	30.0%	30
(2) Projects will receive 35 points if the Applicant commits to do either of the following for the term of HCD's loan. If applicable, select either A or B.						
<p>A. Commit to use a Coordinated Entry System (CES) to fill all of the NPLH Assisted Units based on use of a standardized assessment tool which prioritizes those with the highest need for Permanent Supportive Housing and the most barriers to housing retention (provide description of system below).</p> <p>If applicable, provide description of system.</p>						35
File Name:	Entry System	Documentation of Coordinated Entry System (CES) or alternate system (if available) describing how system will work.			Attached and on USB?	Yes
Total Points - (65 points max)						65.00



Application Scoring, Rating, and Ranking





Application Scoring, Rating, and Ranking

Leverage of Development Funding

20 points maximum

Applications will be scored based on the ratio of

permanent development funding attributable to
NPLH Assisted Units from sources
other than the Competitive Allocation

to the **requested capital portion** of the Program loan
amount provided under the Competitive Allocation,
not including any capitalized operating reserves.

perm dev funding ÷ requested capital portion = leverage of dev funding %



Application Scoring, Rating, and Ranking

Leverage of Development Funding (Continued)

20 points maximum

Projects utilizing nine percent low-income housing tax credits:

0.08 points will be awarded for **each percentage point** of leveraged funds

Other Projects:

0.13 points will be awarded for **each percentage point** of leveraged funds

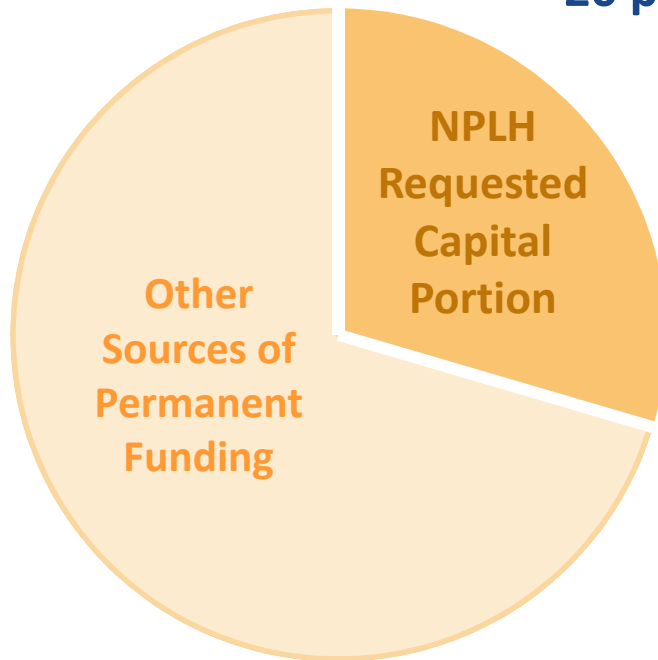
up to 20 points.



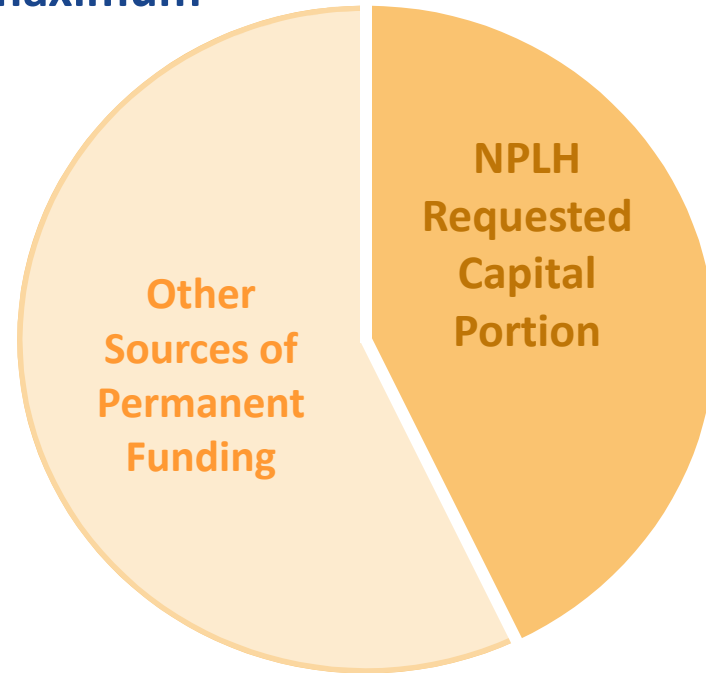
Application Scoring, Rating, and Ranking

Leverage of Development Funding (Continued)

20 points maximum



Projects Utilizing 9% Tax Credits
250 percent
70/30



All other Projects
150 percent
60/40



Application Scoring, Rating, and Ranking

Leverage of Development Funding (Continued)

20 points maximum

- Tax-exempt bond and low income housing tax credits **will be** counted toward this calculation.
- Deferred developer fees and funds deposited in a reserve to defray operating deficits will **NOT** be counted in this computation.
- Land donations **will be** counted, where the value is established by a **current appraisal**. Land donations will **NOT** be counted without an appraisal.



Application Scoring, Rating, and Ranking

Leverage of Development Funding (Continued)

20 points maximum

- Noncompetitive Allocations dedicated to the Project **will be** counted in this computation.
 - **To dedicate the noncompetitive allocation to a project:**
 1. The county must submit the **County Acceptance Form** and required attachments no later than the due date for the competitive round you are applying for.
 2. Include the noncompetitive amount on the UA Development sources page.
 3. Include amount on NPLH Project Supplement, Loan Amount, and Unit mix page (line 24).



Application Scoring, Rating, and Ranking

Leverage of Development Funding (Continued)

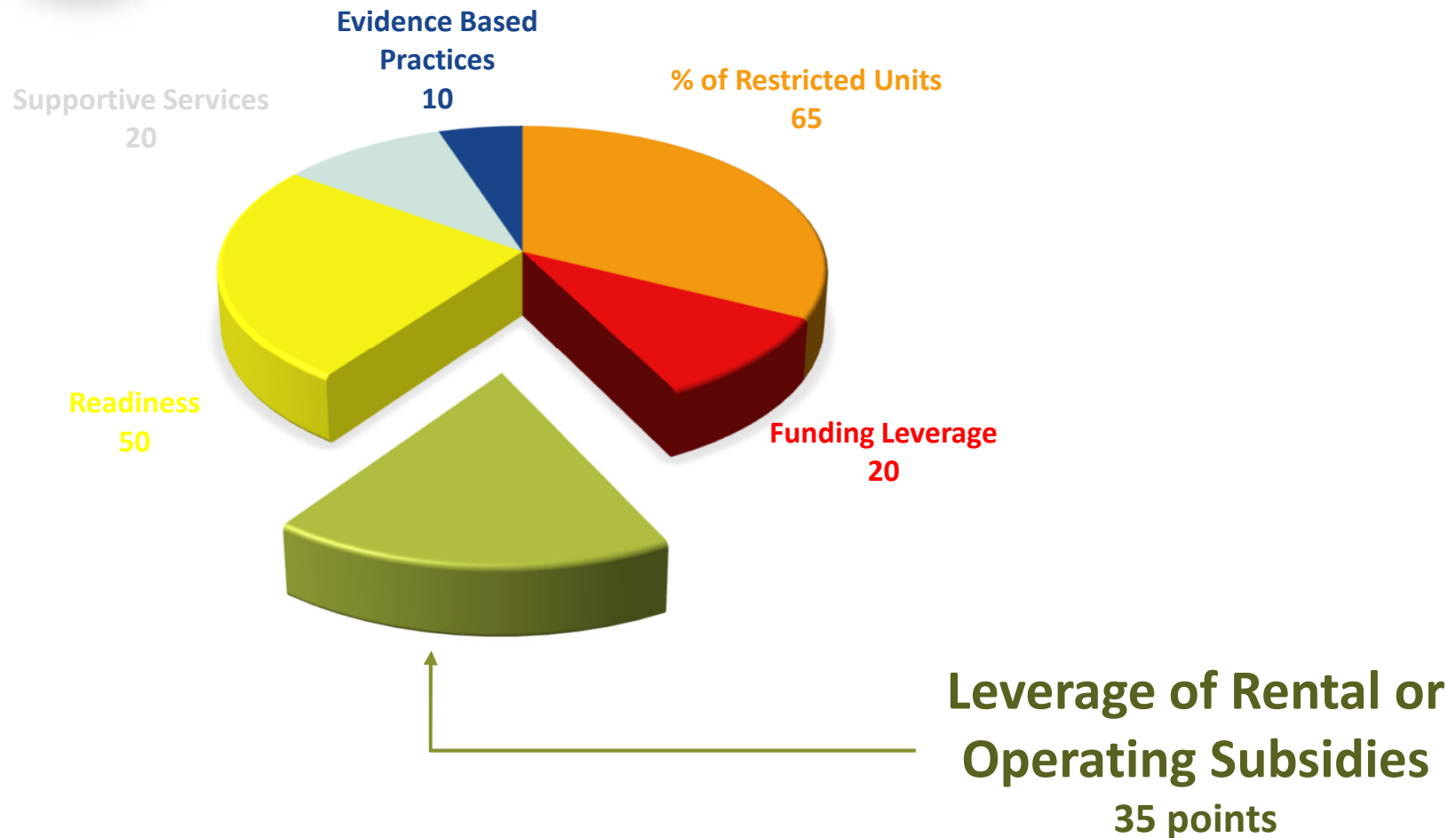
20 points maximum

Sample NPLH Competitive Allocation Supplemental Project Application:

Leverage of Development Funding §205(b) - 20 Points Max				
Applications will be scored based on the ratio of permanent development funding attributable to NPLH Assisted Units from sources other than the Competitive Allocation to the requested capital portion of the Program loan amount provided under the Competitive Allocation, not including any capitalized operating reserves. Deferred developer fee and funds deposited in a reserve to defray scheduled operating deficits will not be counted in this computation. Land donations will be counted , where the value is established by a current appraisal.				
1. Total residential development cost (worksheet 2, cell AA13)	\$30,000,000	<= Must attach land appraisal if including a land donation as part of leverage calculation		
2. Less: Deferred Developer Fee (UA Dev Fee worksheet)				
3. Less: Land Donations where value is not established by current appraisal				
4. Eligible residential development costs (1 - 2 - 3)	\$30,000,000			
5. Percentage of Total Development Cost attributed to NPLH-Assisted Units (wrksht 2, cell Y34)	30.00%			
6. Funding Attributable to NPLH Assisted Units (4 * 5)	\$9,000,000			
7. Less: NPLH maximum Competitive capital loan amount (worksheet 2, cell S27)	\$4,000,000	125.00% <= Other development funds as a % of NPLH Competitive capital funds (8 / 7)		
8. Other Development Funds (Non-HCD) Attributable to NPLH Assisted Units (6 - 7)	\$5,000,000			
Is this Project applying for or receiving 9% Tax Credits? (worksheet 2, cell I2)	No			
For Projects not utilizing 9% competitive low-income housing tax credits, approximately 0.13 points will be awarded for each percentage point of leveraged funds. For example, an Application proposing other development funds equal to 100% of the NPLH capital portion of the loan will receive 13 points, and an Application where other funds equal 150% of the NPLH capital portion of the loan will receive 20 points.			16	
File Name:	Appraisal	Attach current appraisal if including a land donation as part of leverage calculation	Attached and on USB?	Yes



Application Scoring, Rating, and Ranking





Application Scoring, Rating, and Ranking

Leverage of Rental or Operating Subsidies

35 points maximum

Applications will be scored based on

the percentage of NPLH Assisted Units that have

committed non-HCD Project-based or
sponsor-based rental subsidies.

- ✓ **1.75 points** will be awarded for **each five-percentage increment** of committed assistance up to a maximum of **35 points**.



Application Scoring, Rating, and Ranking

Leverage of Rental or Operating Subsidies (Continued)

35 points maximum

- Rental assistance must be substantially similar in terms to Project-based or sponsor-based housing choice vouchers, including but not limited to:
 1. Section 8 housing choice vouchers
 2. VASH vouchers
 3. Family Unification Program vouchers
 4. Continuum of Care Supportive Housing rental subsidy
 5. Locally funded rental assistance



Application Scoring, Rating, and Ranking

Leverage of Rental or Operating Subsidies (Continued)

35 points maximum

- Other local commitments will also count toward this rating factor, including but not limited to contributions documented through:
 - Award letter
 - Commitment letter
 - COSR



Application Scoring, Rating, and Ranking

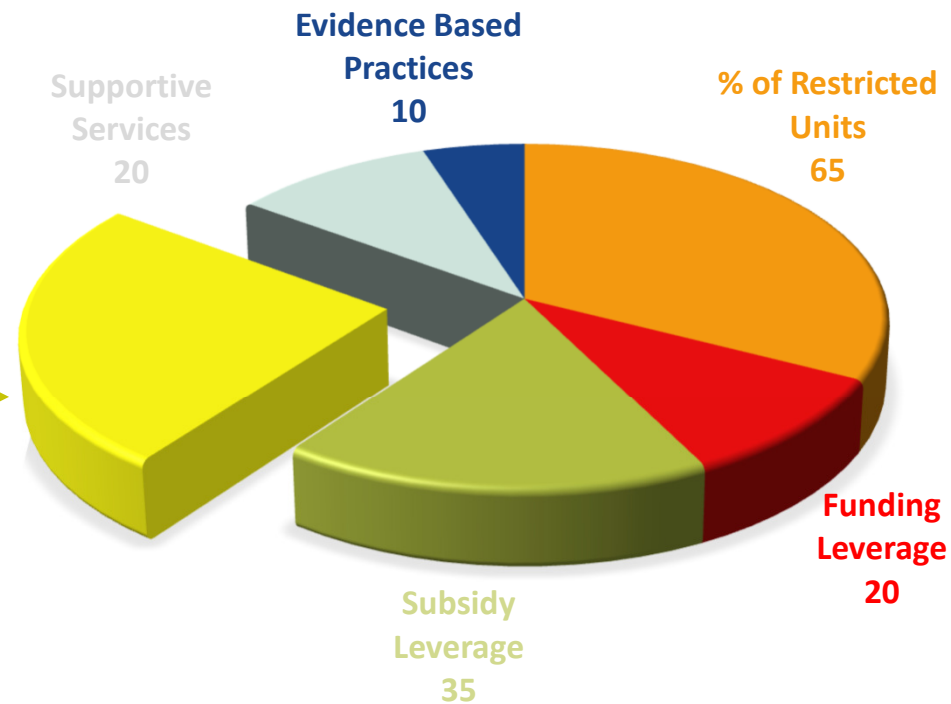
Leverage of Rental or Operating Subsidies (Continued)

Leverage of Rental or Operating Subsidies §205(c) - 35 Points Max									
Applications will be scored based on the percentage of NPLH Assisted Units that have committed non-HCD Project-based or sponsor-based rental subsidies with commitment terms substantially similar in terms to project-based housing choice vouchers, or other non-HCD operating assistance. 1.75 points will be awarded for each five-percentage increment of committed assistance up to a maximum of 35 points. The assistance will be deemed committed if it has been allocated to the Project or affiliated rental-assistance sponsor subject to HUD or other allocating agency approval, or if HCD approves other evidence that the assistance will reliably be available. Contingencies in commitment documents based upon the receipt of tax-exempt bonds or low-income housing tax credits will not disqualify a source from being counted as committed.									
								A	
								Total Number of NPLH Assisted Units (worksheet 2)	
								30	
B		C		D	E	F	G	H	
Rental or Operating Subsidy Source		Number of Subsidized NPLH Assisted Units		AMI Level of Units	% Of Total (C divided by A)	Scoring Increment Factor	Increments	Points 1.75 x G	
Section 8 housing choice vouchers		10		30% AMI					
VASH vouchers		5		30% AMI					
Family Unification Program vouchers		5		30% AMI					
Continuum of Care Supportive Housing rental subsidy		5		30% AMI					
locally funded rental assistance		5		30% AMI					
Number or distinct Rental or Operating Subsidy Sources		5	Totals	30	100%	5%	20	35.00	
File Name:	Subsidy (followed by source name)	Commitment letter or evidence documenting subsidy				Attached and on USB?		Yes	
								Total Points - 35 points max	35.00



Application Scoring, Rating, and Ranking

**Readiness to
Proceed
50 Points**





Application Scoring, Rating, and Ranking

Readiness to Proceed

50 points maximum

Points will be awarded for each of the following 4 categories:

1. Construction Financing

Obtaining **enforceable commitments** or other **enforceable reservations of funds** for all needed construction financing.

- ✓ Projects utilizing nine percent low-income housing tax credits may receive up to **5 points** for this rating factor.
- ✓ All other projects may receive up to **10 points** for this rating factor.



Application Scoring, Rating, and Ranking

Readiness to Proceed (Continued)

50 points maximum

2. Permanent Financing, Grants, & Subsidies

Obtaining **enforceable commitments** or other **enforceable reservations of funds** for all deferred-payment permanent financing, grants, and subsidies.

- ✓ Projects utilizing nine percent low-income housing tax credits may receive up to **5 points** for this rating factor.
- ✓ All other projects may receive up to **15 points** for this rating factor.



Application Scoring, Rating, and Ranking

Readiness to Proceed (Continued)

50 points maximum

3. Environmental Clearances:

- California Environmental Quality Act (CEQA)
- National Environmental Policy Act (NEPA)
- Phase I Environmental Site Assessment
- Phase II Environmental Studies, if necessary

✓ Projects receive **10 points** for this rating factor.



Application Scoring, Rating, and Ranking

Readiness to Proceed (Continued)

50 points maximum

4. Public Land Use Approvals & Local Design Review Approval

- ✓ Projects receive **15 points** for this rating factor.



Application Scoring, Rating, and Ranking

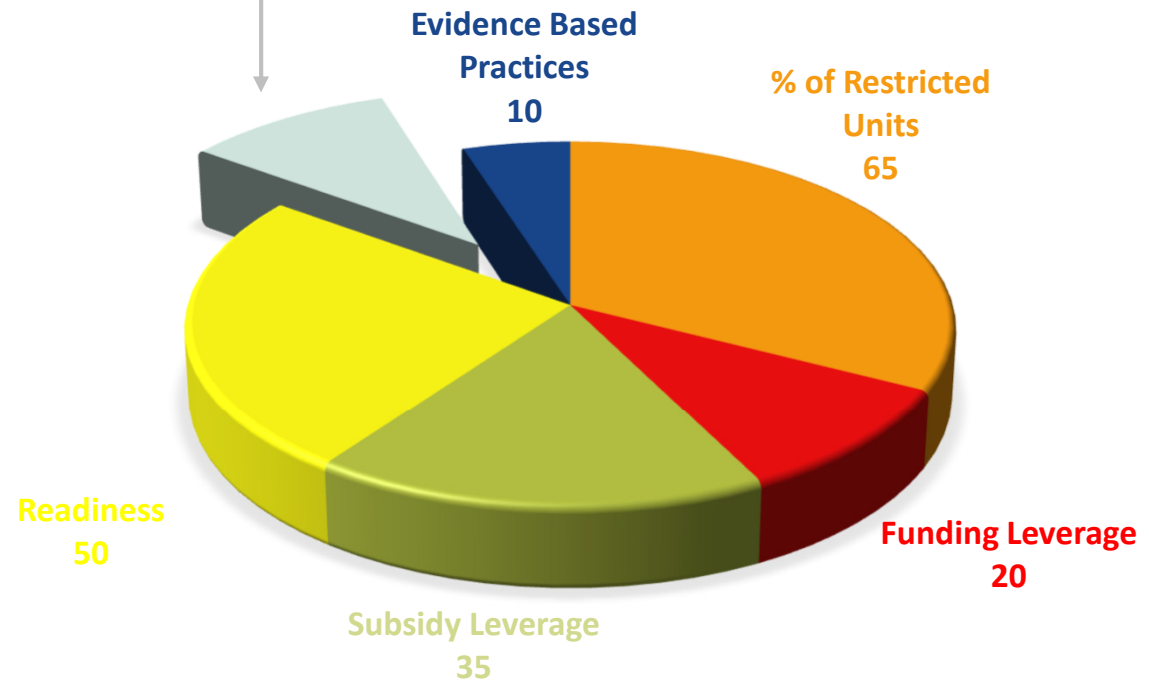
Readiness to Proceed (Continued)

Readiness to Proceed §205(d) - 50 Points Max				
Points will be awarded as shown below for each of the following circumstances. Attach documentation demonstrating that a particular category is not applicable to project readiness for the subject project to receive points in that category.				
Point Category				Points
(1)	5 points for 9% Projects; 10 Points for other Projects - Enforceable Funding Commitments (EFC) or other enforceable reservations of funds for all needed construction financing, not including tax-exempt bonds and low-income housing tax credits. The assistance will be deemed committed if it has been awarded to the Project or if HCD approves other evidence that the assistance will be reliably available. Contingencies in commitment documents based upon the receipt of tax-exempt bonds or low-income housing tax credits will not disqualify a source from being counted as committed. To receive credit for funds from other HCD programs, these funds must be awarded prior to finalizing the preliminary point scoring of the NPLH Application. All EFCs must be inserted following the Dev Sources worksheet in the UA: (1) Use a colored sheet of paper to separate commitments; (2) Highlight the following required information on each EFC: (a) Sponsor or the ultimate owner is named as the borrower; (b) Project name; (c) Project site's address, assessor's parcel number or legal description; (d) Amount, interest rate and terms of the financing being committed; and (e) Commitment must be fully executed by all parties. (f) If a prepaid ground lease loan is included in the commitments, include 3rd Party documentation justifying the commercial rent.			10
(2)	5 points for 9% Projects; 15 Points for other Projects - Enforceable commitments or other enforceable reservations of funds for all deferred-payment permanent financing, grants, and subsidies, not including tax-exempt bonds and low-income housing tax credits, in accordance with TCAC Regulations §10325(f)(8). The assistance will be deemed committed if it has been awarded to the Project or if HCD approves other evidence that the assistance will be reliably available. Contingencies in commitment documents based upon the receipt of tax-exempt bonds or low-income housing tax credits will not disqualify a source from being counted as committed. To receive credit for deferred payment financing, grant funds, or subsidies from other HCD programs, these funds must be awarded prior to finalizing the preliminary point scoring of the NPLH Application.			15
(3)	10 points - Completion of all necessary environmental clearances, (California Environmental Quality Act and National Environmental Policy Act), and completion of a Phase I Environmental Site Assessment and Phase II environmental studies, if necessary (must be submitted with Application).			10
(4)	15 points - All necessary and discretionary public land use approvals except building permits and other ministerial approvals, and obtaining local design review approval to the extent such approval is required			15
Total Points (50 points max)				50
File Name:	Const EFC #1, #2, etc	Commitment letter or other evidence documenting construction financing commitments	Attached and on USB?	Yes
File Name:	Perm EFC #1, #2, etc	Commitment letter or other evidence documenting deferred-payment permanent financing commitments	Attached and on USB?	Yes
File Name:	CEQA and NEPA Clearance	CEQA clearance issued by the local jurisdiction, and NEPA Authority to Use Grant Funds issued by the Responsible Entity	Attached and on USB?	Yes
File Name:	Phase I/II ESA	Phase I Report, and Phase II Report if required by the Phase I	Attached and on USB?	Yes
File Name:	Local Approvals	Attach documentation of local approvals requested above	Attached and on USB?	Yes



Application Scoring, Rating, and Ranking

Extent of On-Site and
Off-Site Supportive
Services
20 points





Application Scoring, Rating, and Ranking

Extent of On-Site and Off-Site Supportive Services

20 points maximum

Points will be awarded for each of the following 4 categories:

1. **Case management services** provided onsite.
 - ✓ Projects receive **5 points** for this category.



Application Scoring, Rating, and Ranking

Extent of On-Site and Off-Site Supportive Services (Continued)

20 points maximum

2. Implementing evidence-based practices:

- | | |
|---|---|
| <input type="checkbox"/> Critical time intervention | <input type="checkbox"/> Assertive community treatment |
| <input type="checkbox"/> Trauma-informed care | <input type="checkbox"/> Cognitive behavioral therapy |
| <input type="checkbox"/> Motivational interviewing | <input type="checkbox"/> Voluntary "moving-on" strategies |
| <input type="checkbox"/> Other practices | |

✓ **One point** will be awarded for **each** evidence-based or other recognized practice to be implemented, (**up to 5 points**).



Application Scoring, Rating, and Ranking

Extent of On-Site and Off-Site Supportive Services (Continued)

20 points maximum

3. Offering services listed under **Supportive Services** Section 203(d).
- ☐ Services for persons with co-occurring mental and physical disabilities
 - ☐ Recreational and social activities
 - ☐ Educational services
 - ☐ Employment services
 - ☐ Other needed services, such as civil legal services, or access to food and clothing

✓ **Two points** will be awarded for **each** category of services (**up to 8 points**).



Application Scoring, Rating, and Ranking

Extent of On-Site and Off-Site Supportive Services (Continued)

20 points maximum

4. Resident involvement

- ✓ Projects receive up to **2 points** for this rating factor.



Application Scoring, Rating, and Ranking

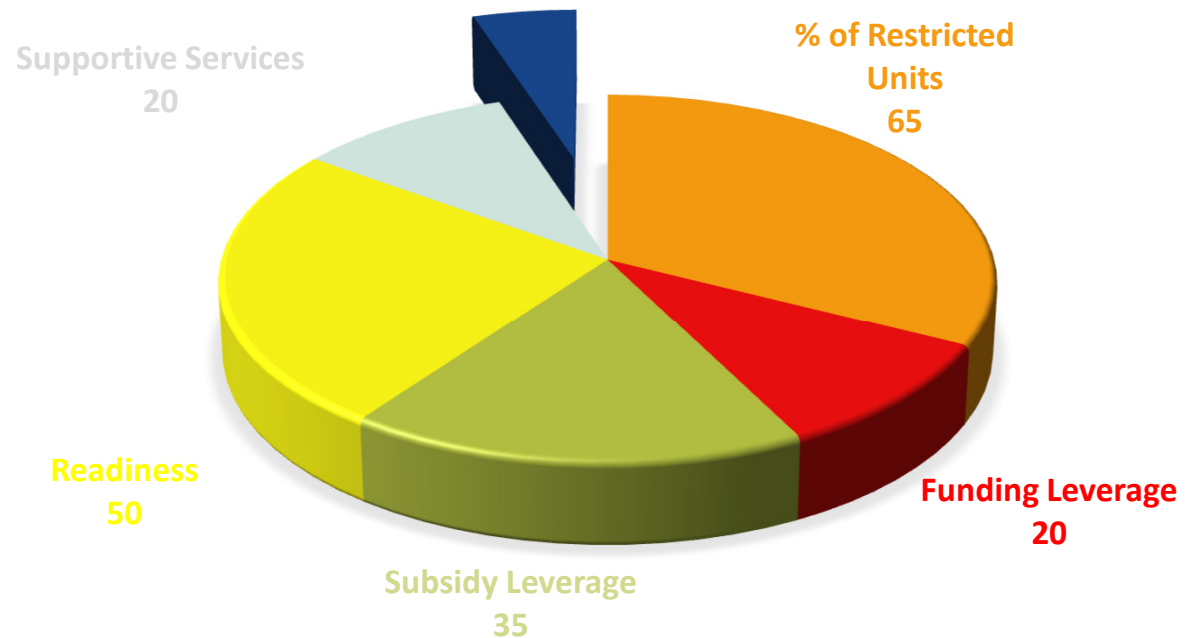
Extent of On-Site and Off-Site Supportive Services (Continued)

Extent of On-Site and Off-Site Supportive Services §205(e) - 20 Points Max										
Points will be awarded in each of the following categories as indicated below based on information provided in the Supportive Services Plan submitted with the Application										
(1) Case management services provided onsite - 5 points. Will case management services be provided onsite? (Case manager does not need to have offices located onsite, as long as they provide onsite visits)								Yes	5	
(2) Implementing evidence-based practices to engage and assist tenants in addressing behaviors that could lead to eviction or to assist in accessing other housing - 1 point per practice - 5 points max								Practice Categories	7	5
Critical time intervention	Will be implemented		Motivational interviewing	Will be implemented		Assertive community treatment	Will be implemented			
Cognitive behavioral therapy	Will be implemented		Voluntary "moving-on" strategies	Will be implemented		Other practices*	Will be implemented			
Trauma-informed care	Will be implemented									
*Other practices must be recognized as a promising or innovative strategy by the federal Substance Abuse and Mental Health Services Administration (SAMHSA), the California Department of Health Care Services (DHCS), HUD, or other federal or State public agency.										
(3) Projects offering Supportive Services - 2 points for each category of services offered as listed in §203(d) - 8 points max								Categories	5	8
§203(d)(1) Services for persons with co-occurring mental and physical disabilities or co- occurring mental and substance use disorders not listed above				Will be provided	§203(d)(2) Recreational and social activities				Will be provided	
§203(d)(3) Educational services, including assessment, GED, school enrollment, assistance accessing higher education benefits and grants, and assistance in obtaining reasonable accommodations in the education process				Will be provided	§203(d)(4) Employment services, such as supported employment, job readiness, job skills training, job placement, and retention services, or programs promoting volunteer opportunities for those unable to work				Will be provided	
§203(d)(5) Obtaining access to other needed services, such as civil legal services, or access to food and clothing				Will be provided						
(4) Resident involvement - 2 points max									2	
Project will implement resident involvement practices, such as strategies to engage tenants in community building and services planning and operations, and tenant satisfaction surveys to inform and improve services provision, building operations, and property management (If yes, provide details below)									Yes	
Total Points (20 points max)									20	



Application Scoring, Rating, and Ranking

Past History of Evidence Based Practices 10 points





Application Scoring, Rating, and Ranking

Past History of Evidence Based Practices

10 points maximum

Up to 10 points will be awarded to Projects where the

- **County**
- **Developer**
- **Lead Service Provider (if not the County)**
- **Property manager**

can document **past experience** with implementing

evidence-based best practices that have led to a reduction of the number of individuals who are **Homeless, Chronically Homeless, or At-Risk of Chronic Homelessness** within the **Target Population**.



Application Scoring, Rating, and Ranking

Past History of Evidence Based Practices (Continued)

10 points maximum

Examples of evidence-based practices include, but are not limited to:

- ☐ Critical time Intervention or assertive community treatment model
- ☐ Cognitive behavioral therapy
- ☐ Trauma-informed care
- ☐ Motivational interviewing and other tools to encourage engagement in services
- ☐ Other practices recognized as evidence-based by SAMHSA, DHCS, HUD, or other federal or State public agency.

✓ **Two points** will be awarded for each category of evidence-based practices documented (**up to 10 points**).



Application Scoring, Rating, and Ranking

Past History of Evidence Based Practices (Continued)

10 points maximum

Sample NPLH Competitive Allocation Supplemental Project Application:

Past History of Evidence Based Practices §205(f) - 10 Points Max								
Projects where the County, developer, lead service provider, if not the County, or property manager <u>can document past experience with implementing evidence-based best practices</u> that have led to a reduction of the number of Chronically Homeless or At-Risk of Chronic Homelessness individuals within the Target Population. Similar experience with evidence-based practices for other special needs populations can also be included if this experience can be shown to be relevant to serving the Target Population <i>(document experience as noted below)</i> .						Number of Past Practices	5	10
(1) Critical time intervention or assertive community treatment model	County experience		(2) Motivational interviewing, or other tenant engagement tools	Property Manager experience		(3) Trauma-informed care	Lead Service Provider experience	
(4) Cognitive behavioral therapy	N/A		(6) Other practices*	Developer experience				
*Other practices must be recognized as a promising or innovative strategy by the federal Substance Abuse and Mental Health Services Administration (SAMHSA), the California Department of Health Care Services (DHCS), HUD, or other federal or State public agency.								
File Name:	Experience (1), Experience (2), etc.	Provide documentation for experience. For critical time intervention provide documentation supporting experience and label "Experience 1", for Motivational Interviewing provide documentation and label as "Experience 2", etc.				Attached and on USB?	Yes	



Application Scoring, Rating, and Ranking

Bronzan-McCorquodale

(City of Berkeley)

2 points

- ✓ Projects located in cities that are receiving funds pursuant to the Bronzan-McCorquodale programs under Welfare and Institutions Code Section 5701.5 that do not receive maximum points in any of the above rating factors in paragraphs (a) through (f) may receive a total of **2 additional points** in the aggregate if the application was submitted through the county in which that city resides rather than by the city within its population group under the Competitive Allocation.

George Rodine

Universal Application & NPLH Supplemental Application





Competitive Allocation Application Review

Universal Application



STATE OF CALIFORNIA
UNIVERSAL APPLICATION FOR THE
DEVELOPMENT OF AFFORDABLE RENTAL HOUSING

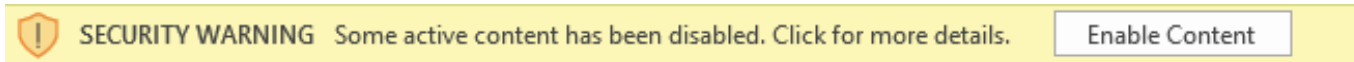




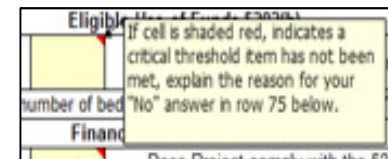
Universal Application

Opening the Application

- A yellow "Enable Content" or "Enable Editing" banner may appear:



- Click this box to enable macros
 - Enabling macros is necessary for full worksheet functionality
- Complete/answer all yellow shaded cells
- Cells with **red** triangles contain instructions
- Enter date of the application or update





Universal Application

Key Points

- Select **name of funding source** in the drop down box to populate the appropriate tabs in the worksheet.
- Selecting **“NPLH”** will populate the following **blue tabs**:
 - NPLH Rents
 - Dev Fee Instructions
 - Dev Fee
 - Supportive Services Costs
 - NPLH COSR Calculation

<input checked="" type="checkbox"/> HCD
<i>HOME Funds</i>
<i>HOME Activity Amount</i>
<input type="text" value="0"/> \$0
<i>HOME Admin. Amount</i>
<input type="text" value="0"/> \$0
<i>HOME Activity Delivery</i>
<input type="text" value="0"/> \$0
NPLH -No Place Like Home ▼



Universal Application

Key Points (Continued)

Tab: **Rents** worksheet

- Rows 18-24 should only be used for **restricted manager units**
- Units restricted at 15% to 30% AMI must be entered within the following rent limits sets:
 - Rows 18-24, 26-32, 34-40, 42-48 and 50-56
 - These rent limit sets flow to the “NPLH Rents” worksheet

Tab: **NPLH Rents** worksheet

- Enter **NPLH Assisted Units only**
 - The 15% to 30% AMI units will have yellow shaded cells for data entry



Universal Application

Key Points (Continued)

Tab: **Dev Fee Instructions** worksheet

- Contains instructions to complete the “Dev Fee” worksheet

Tab: **Dev Fee** worksheet

- Calculates developer fee limits under the 2017 Uniform Multifamily Regulations
- Check the appropriate box for the **Proposed/Reserved Tax Credits** in the project **4%, 9%, or None**
- Draft of Project’s TCAC funding “Application” worksheet, “PROJECT FINANCING – THRESHOLD BASIS LIMIT” section must be submitted for proper calculation
- Source document for yellow shaded cells are to the right of calculator



Universal Application

Key Points (Continued)

Tab: **Supportive Services** worksheet

- Calculates maximum supportive services costs per UMR's

Tab: **Operating** worksheet

- Staff Supervisor Salaries (cell D102)
- Supportive Services Admin Overhead (cell D105)
- Total Supportive Services Costs (cell D108)
 - May not exceed the maximum amounts in cells F102, F105 and F108

Tab: **NPLH COSR Calculation** worksheet

- Select anticipated tax credits in the Project (cell D2)
- Maximum eligible COSR loan amount is shown (cell G4)



Universal Application

Key Points (continued)

For 9% Tax Credit Projects

- Select **Project County** from dropdown list in cell C3
- Enter **Total Number of Manager units** in cell C4
- **Per unit COSR loan limits**
 - Enter **number of NPLH assisted units** in yellow shaded cells:
 - K3 - K6, N3 - N6, Q3 - Q6, T3 - T6, W3 - W6
- If **Total Number of NPLH Assisted Units** cell C5 is shaded red, the total NPLH assisted units in columns K, N, Q, T and W **does not equal** total assisted units in the NPLH Rents worksheet



Universal Application

Key Points (continued)

Tab: **NPLH COSR Calculation** worksheet

Cash Flow components

- Column C **Project Amounts** flow from the **Cash Flow** worksheet
- Column D **Proration** is the default proration %
 - This is equal to the total project units divided by NPLH assisted units minus manager units
 - If you revise the proration % for a line item, explain in cell A61
- **Tenant Assistance Payments and Subsidy** amounts may be changed by changing the proration % or amount
 - If changed, explain in cell A61



Universal Application

Key Points (Continued)

- **Vacancy** is set at 5%
 - Explain any change in cell A61
 - For additional guidance see §209(f)(4) and (5)
- In cell C39 **NPLH Monitoring Fee** enter the .42% payment to HCD for only the portion related to the NPLH Capital Loan Amount
- **NPLH Cash Flow** – rows 49 and 50
 - amounts in cells shaded in blue are added to the eligible COSR amount in cell G4
 - For additional guidance see §209(d) and (l)(6)



Competitive Allocation Application Review

NPLH Supplemental Project Application

No Place Like Home (NPLH) Program

NOTICE OF FUNDING AVAILABILITY

Competitive Allocation Supplemental Project Application



State of California
Governor Edmund G. Brown Jr.

Alexis Podesta, Secretary
Business, Consumer Services and Housing Agency

Ben Metcalf, Director
Department of Housing and Community Development

2020 West El Camino Avenue, Suite 500
Sacramento, CA 95833
Phone: (916) 263-2771
Email: NPLH@hcd.ca.gov

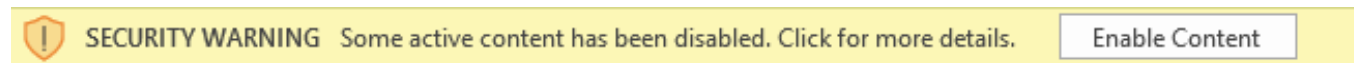
Website: <http://www.hcd.ca.gov/grants-funding/active-funding/nplh.shtml>



NPLH Supplemental Application

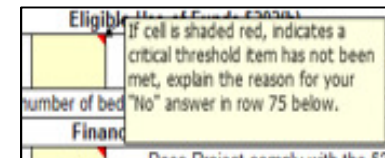
Opening the Application

- A yellow "Enable Content" or "Enable Editing" banner may appear:



- Click this box to enable macros
- Enabling macros is necessary for full worksheet functionality

- Complete/answer all yellow shaded cells
- Cells with **red** triangles contain instructions
- Provide/attach items requested in **ORANGE** shaded cells using the file names indicated



File Name:	Preliminary Title Report	Provide a current preliminary report.
------------	--------------------------	---------------------------------------

- Suggested file organization on the CD/USB
 - File name: Site Control, Preliminary Title Report, etc.



NPLH Supplemental Application

Key Points (continued)

Tab 1: Proj Threshold Req worksheet

- **County (cell R4)** – use dropdown list to select county where project is located
 - Necessary to pull correct per unit capital loan amounts in the “Tab 2: Loan Amount & Unit Mix” worksheet
- **County Population** – check the applicable population box
 - This will unhide applicable rows 14-43 regarding project team experience
 - Answering “**No**” to any question will shade the cell **red** and indicates a key problem
 - Provide explanation to all “No” answers in cell A75
 - If project has site control special circumstances, use cell A75 to explain



NPLH Supplemental Application

Key Points (continued)

Tab 2: **Loan Amount & Unit Mix** worksheet

- COSR loan amount (cell AJ2) – obtain from Universal Application “NPLH COSR Calc” worksheet (cell G5) **COSR (lesser of PU or CF)** \$0
- Enter applicable number of units in yellow shaded cells (must be consistent with what you entered on the UA “Rents” and “NPLH Rents” worksheets)
- NPLH funds shall not be combined with other state funding programs on the same unit - read definition of NPLH Assisted Units (cell A32)
- Maximum allowable NPLH loan (cell S29)
- Submit documentation from the local housing authority substantiating applicable amount of utility allowance used



NPLH Supplemental Application

Key Points (continued)

Tab 3: **Supportive Services Plan** worksheet

- Provide answers within yellow-shaded cells (cells expand)
- Attach all supporting documents (e.g. MOU, proposed budget)



NPLH Supplemental Application

Key Points (continued)

Sample Resolution worksheets

- Sample **County Project** Authorizing Resolution
 - Must be completed by the County as the Project Development Sponsor
- Sample **Development Sponsor** Authorizing Resolution
 - If applying jointly, must be completed by entity as the Project Development Sponsor

IMPORTANT:

- Follow the instructions on sample template(s)
- **MUST** submit **one or both** applicable resolution(s).
 - **If not submitted, HCD cannot award project**

Lynne Sekas Appeals

Refer to NOFA





Competitive Allocation Application Process

Appeals & Disclosures





Competitive Allocation Application Process

Appeals

1. Appeal process

Throughout the application process there are **two opportunities** to appeal HCD's decision, at:

- a. Initial Threshold
- b. Application Scoring



Competitive Allocation Application Process

Appeals (Continued)

2. Basis of appeals

- a. To appeal a decision, applicants must submit a written appeal to HCD.
- b. The appeal must state all relevant facts, arguments, and evidence upon which the appeal is based.
- c. New or additional information will **NOT** be accepted.

Deadline:

Appeals must be received **no later than five (5) business days** from the date of HCD's notification.



Competitive Allocation Application Process

Appeals (Continued)

3. Decision

- a. Any appeal of HCD's decision shall be reviewed for compliance with the NPLH Guidelines, the 2018 NPLH NOFA, and any subsequent clarifying documents.
- b. It is HCD's intent to render its decision in writing **within fifteen (15) business days** of receipt of the applicant's written appeal.
- c. All decisions rendered shall be final, binding, and conclusive and shall constitute the final action of HCD with respect to the appeal.



Competitive Allocation Application Process

Appeals (Continued)

4. Submission of Appeal

Appeals are to be submitted to HCD either via email at NPLH@hcd.ca.gov with a copy to Shalawn.Garcia@hcd.ca.gov or at the following address:

**Shalawn Garcia, Manager NOFA/Awards Section
Department of Housing and Community Development
2020 W. El Camino Avenue, Suite 500
Sacramento, California 95833**

HCD will accept appeals through a mail carrier service that provides date stamp verification of delivery such as the U.S. Postal Service, UPS, Fed Ex, or other carrier services. Deliveries must be received during the weekday business hours of 9:00 a.m. to 5:00 p.m. (non-state holidays). E-mails to the email address listed above will be accepted as long as the e-mail time stamp is prior to the appeal deadline.



Competitive Allocation Application Process

Disclosure

- **Disclosure of Application**
 - Information becomes **PUBLIC RECORD** available for review by the public
- **Use Discretion**
 - Sponsor is waiving any claim of confidentiality and consents to the disclosure of all submitted material upon request

Shalawn Garcia Project Feasibility

UMR 2017 Section 8300





Competitive Allocation Application Review

- ✓ Initial Threshold
- ✓ Scoring, Rating, & Ranking
- ✓ **Project Feasibility**





Underwriting Feasibility





Underwriting Feasibility

Organizational Documents

1. Corporation

- Authorizing Resolutions
- Certificate of Standing for Corporation
- Articles of Incorporation
- By-Laws

2. Limited Partnership

- LP Agreement
- Resolution
- Certificate of good standing
- Signature Block for ultimate borrower

3. Jurisdictions & Resolutions

4. Payee Data Record

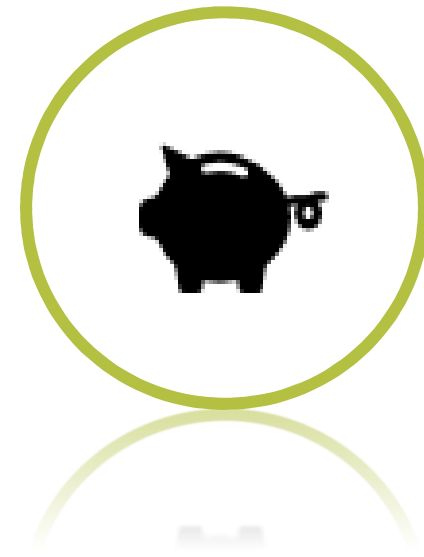




Underwriting Feasibility

Sources and Use of Funds

- Variable loans (UMR § 8310)
- Balloon loans (UMR § 8310)
- Sandwich loans (UMR § 8315)
- Max loan amount = \$20,000,000
- Other HCD sources





Underwriting Feasibility

Unit Mix

- Target Population
- AMI levels – no more than 30%
- Unit Standards
 - Size
 - Amenity Level
 - Restricted units shall **NOT** be segregated
- Project Based Rental Assistance

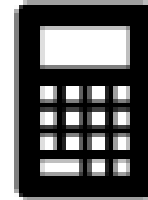




Underwriting Feasibility

Development Budget

- Commercial Space
- High Cost analysis (UMR § 8311)
- Capitalized Operating Subsidy Reserve (COSR)
- Developer Fee (UMR § 8312)

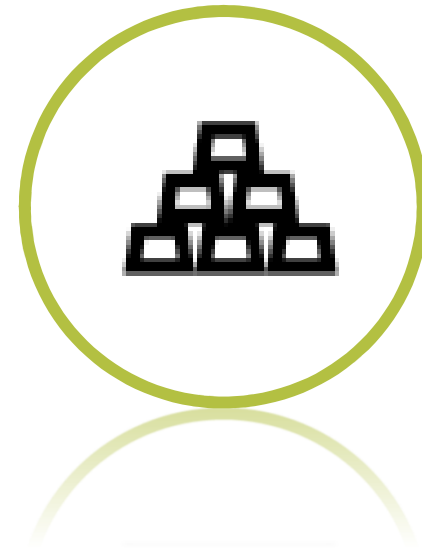




Underwriting Feasibility

Operating Budget

- Replacement Reserves (UMR § 8309)
- Operating Reserves (UMR § 8308)
- Transition Reserves
- Asset Management Fees (UMR § 8314)
- Supportive Service Salaries

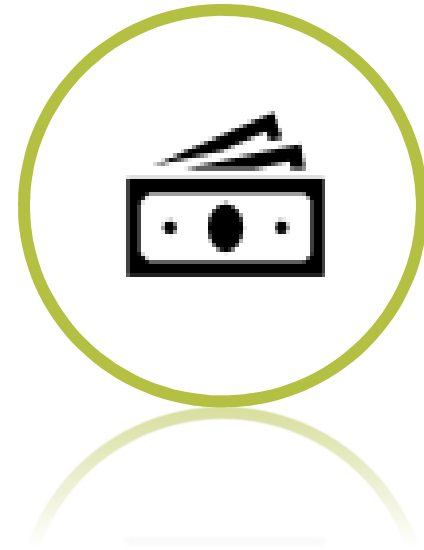




Underwriting Feasibility

Cash Flow

- Debt service coverage ratio
- Vacancy Rate
 - 5% for Residential
 - 50% for Commercial
- Restricted and Proposed Rents





Article XXXIV

Article XXXIV

Regardless of the number of units in a project, all Projects must comply with Article XXXIV of the CA Constitution

- Voter referendum evidencing sufficient Article XXXIV Authority to support the number of restricted units in the Project or
- Other legal basis for Article XXXIV compliance

For NPLH loans underwritten by HCD, Article XXXIV legal opinion letters and other documentation shall be subject to review and approval prior to the execution of HCD's Standard Agreement

Questions?

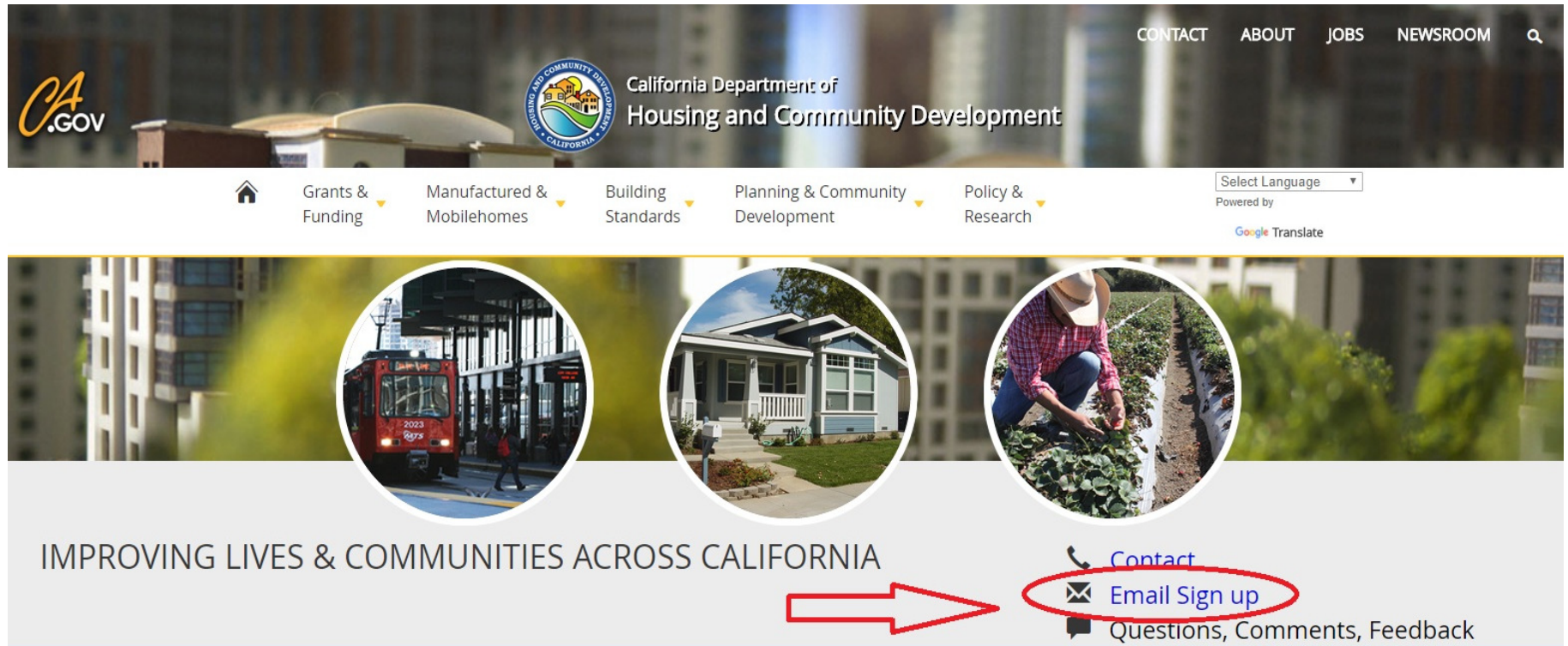
**Please join us now for a discussion session
offering technical assistance and FAQ's**





Stay in the know . . .

Sign up for HCD email at
www.hcd.ca.gov



The screenshot shows the homepage of the California Department of Housing and Community Development. The header includes the "CA.GOV" logo, the department's name, and navigation links for CONTACT, ABOUT, JOBS, and NEWSROOM. A secondary navigation bar lists various program areas with dropdown arrows. A language selection dropdown and Google Translate link are also present. The main content area features three circular images: a transit bus, a single-family house, and a person working in a field. Below these images is the text "IMPROVING LIVES & COMMUNITIES ACROSS CALIFORNIA". On the right side, there is a contact menu with options for "Contact", "Email Sign up" (which is circled in red), and "Questions, Comments, Feedback". A large red arrow points from the "Email Sign up" option towards the center of the slide.

CA.GOV

California Department of Housing and Community Development

CONTACT ABOUT JOBS NEWSROOM

Grants & Funding Manufactured & Mobilehomes Building Standards Planning & Community Development Policy & Research

Select Language
Powered by
Google Translate

IMPROVING LIVES & COMMUNITIES ACROSS CALIFORNIA

Contact
Email Sign up
Questions, Comments, Feedback

NPLH Program information:

<http://www.hcd.ca.gov/grants-funding/active-funding/nplh.shtml>

For more information
email us at:

NPLH@hcd.ca.gov

- California Department of Housing and Community Development
- 2020 West El Camino Avenue
- Sacramento, CA. 95833

